



# Upper Canada Skating Club

*A passion for skating starts here*

## Handbook

This Handbook is your introduction to programs at Upper Canada Skating Club.

You'll find useful information here whether you're a skater or a parent, and whether you're a newcomer or already involved with the Upper Canada Skating Club.

We've also provided some of the basics for those who may be new to skating.

You can visit our website at [www.uppercanadaskating.com](http://www.uppercanadaskating.com) for the latest news and information about Club activities and events. The most recent edition of this Handbook can be found on the website.

Information in this Handbook is subject to change and is not an official statement of Club policy. The Club office will be happy to answer any questions you may have.

Welcome to Upper Canada!

## **Welcome to Upper Canada Skating Club**

Upper Canada Skating Club was formed in 1949 and we have been in the North York area for a long time.

Over the years, Upper Canada has played an important role in the development of skating in our community. We have produced numerous elite athletes who have represented our club and Canada on the world stage.

As our neighbourhood and sport evolves, Upper Canada strives to create programs based on the needs of our membership. Today our focus is on Grass Roots skating and creating skating programs for our younger membership that will hopefully translate into a love of the sport and a healthy lifestyle.

Upper Canada Skating Club provides a well-rounded skating experience for all our skaters regardless of age or level.

## Club Structure

Upper Canada Skating Club is a non-profit organization constituted under the authority of Skate Canada within the Skate Ontario Section. The Club sends a delegate to the annual meetings of both the national and sectional organizations.

The **Board of Directors** is made up entirely of volunteers elected by members of the Club at the Annual General Meeting usually held at the beginning of May. Board members fulfill the following responsibilities:

The **President** chairs the meetings, drafts the agenda, and generally provides the overall leadership and direction for the club.

The **Vice President** provides support and direction to the Club in all areas, participates on committees, and acts on behalf of the President in her or his absence.

The **Treasurer** prepares the budget and authorizes expenses.

The **Secretary** prepares the agenda, records minutes of Board meetings and summary of action items.

The **Test/Competition Chair**, plans and organizes test days and reports to the Board on issues relating to testing and competitions.

The **Registrar**, handles registrations and all registration related issues.

The **Coach's Representative** attends all Board meetings, and brings the coaches' issues and concerns to the attention of the Board and relays information from the Board to all coaches.

## **Volunteers**

The Club depends on the efforts of volunteers to run the club and assists in the planning, organizing and success of various Club events:

On Test Days, volunteers coordinate refreshments for the judges and skaters, work as ice captains and assist with music and announcements.

At club events such as CanSkate Challenge and Upper Canada Showcase, held in February, volunteers do everything from setup to tear down, organizing hospitality, helping with ice events and many other duties.

Volunteers can help to advertise club's programs, to maintain the bulletin boards and the website, all for the purpose of informing the Club's membership of changes, upcoming events, skaters' achievements and general information needed by the Club's members throughout the skating season.

Upper Canada is always looking for people willing to volunteer their time, either as a Board Member or just to help out at the various Club events. If interested, please leave your name and contact information with the office, or contact the club by email.

## **Program Assistant (PA)**

SKATE CANADA trained Coaches are the primary teaching resource in the Club and Program Assistants assist in the delivery of the CanSkate program. Program Assistants are older, accomplished skaters at the Club who volunteer their time to assist the younger skaters. They receive annual and ongoing training and are not required to answer any skating questions regarding your child's progress. These questions should be addressed to the CanSkate Coordinator or the group coach.

Skaters who have completed the STAR 1 program, are a minimum of 10 years of age and interested in being a Program Assistant, should contact the CanSkate Coordinator. All skaters earn volunteer hours that can be used against skating fees or for their high school volunteer hours.

## **Fundraising**

Upper Canada is a not-for-profit organization which is run entirely by volunteers. Major costs include the cost of the ice which is rented from the City of Toronto and the fees of the professional coaching staff. Upper Canada must hire Skate Canada certified, NCCP trained coaches for all of our skating programs. In order to keep the fees for programs as economical as possible, Upper Canada charges a Club Fee (Upper Canada Club Fee) per family rather than having fundraising activities. Funds are used to help offset the increasing costs of the ice, coaching, equipment, insurance, supplies, awards and special CanSkate theme days. The Board of Directors have set the Upper Canada Club Fee to be \$50 per family for those who register for Fall/Winter or Fall/Winter AND Spring 2019 sessions and \$15 for those who register for Spring session ONLY.

## Policies

The following Policies are in the interest of safety and courtesy to all skaters on the ice and the dressing room. We urge all skaters and parents to review them carefully and abide by them.

- Members are expected to display proper respect and sportsmanship towards their fellow skaters, coaches, officials, parents, volunteers, Board of Directors, office staff and the general public at all times.
- Young skaters and other children should not be left unattended while at the Arena. A parent or guardian with children **10 and under** MUST be in attendance at all times or designate another parent the responsibility for the skater in their absence. It is not up to coaches, the CanSkate Coordinator or helpers to take skaters to the washroom or to watch them as they get a drink.
- Pushing, tripping, horseplay or intentional interference with other skaters is not permitted on the ice or elsewhere in the Arena.
- Parents/Guardians of skaters are responsible for the behaviour of their children during all sessions.
- Parents/Guardians and spectators are requested to watch sessions from the viewing area, not the at the entry gates so as not interfere with lessons or block access to the ice.
- Money or valuables should not be left in the dressing rooms. The Club bears no responsibility for loss or theft of valuables left unattended.
- Skaters are only allowed to skate on sessions they are qualified and registered for.
- Kicking, digging or defacing the ice surface with a skate blade is prohibited.
- Skaters are not permitted on the ice surface until the Zamboni doors have completely closed and a coach has given permission to enter the ice surface.
- ALL skaters MUST use the dressing rooms for changing of skates and to store skating bags, coats, etc. during their session. The viewing area is not for putting on or taking off of skates and doing so poses a safety issue.
- Skate responsibly. Watch out for other skaters. Show respect for fellow skaters and coaches.
- Changing of skates in the Community Centre is strictly prohibited. Please use the designated change rooms in the arena area and not the viewing area.

## Upper Canada Skating Club Programs

Upper Canada has a variety of skating programs to suit all skill levels. These programs are classified by age and skating ability of the skaters. We have an extensive Learn-to-Skate Program (Pre-School, Pre-CanSkate and CanSkate) which transitions easily into to the STARSkate Program which skaters test and compete. A brief overview of each program is in the following chart.

Program	Age	Eligibility	Private coaching
Preschool	3 +	No skating experience required	Not Available
Pre-CanSkate	5 +	No skating experience required	Not Available
CanSkate Stage 1	5 +	Skaters MUST have passed PreCanSkate ; Or Skaters MUST be able to skate the perimeter of the ice forward and backward with speed and be able to stop.	Yes. Parents can contact coaches directly for availability and cost.
CanSkate Stage 2 – 6	5 +	Must have passed the previous Stage	Yes
Adult/Teen 13+ Learn To Skate	18+ for Adults 13+ for Teens	No skating experience required	Yes

### Pre-School

The Preschool program is a 30 minute program designed for children 3 and 4 years old with no or very little skating ability. Basic skills such as skating forward, backward, turning, jumping and stopping will be taught. Skaters completing the Preschool program will be awarded with a certificate and will be qualified to advance to the Pre-CanSkate session.

### Pre-CanSkate

The Pre-CanSkate program is a 30 minute program designed for children 5 years and older with no or very little skating ability. Basic skills such as skating forward, backward, turning, jumping and stopping will be taught. Skaters completing the Pre-CanSkate program will be awarded with a Pre-CanSkate ribbon and will be qualified to advance to CanSkate Stage 1. **At this time, skaters will be asked to skate on a different session if spaces are available. If the CanSkate session is full, skaters may remain in the Pre-CanSkate session until space is available. Coaches will start teaching skaters stage 1 skills. The office administrator will notify parents when space becomes available.**



## Adult/Teen 13+ Learn To Skate Program

The Adult/Teen 13+ program teaches the fundamentals of skating required for recreational skating, hockey, ringette or figure skating. Lessons are given in group format and skaters progress at their own pace. This session is open to all skaters age 13+ and older and are in the “learn to skate” stage. The CanSkate curriculum will be taught and skaters will be awarded with ribbons and badges just like the skaters in the CanSkate program. Private lessons are available on the Adult/Teen 13+ Learn to Skate session.

## CanSkate

### What is CanSkate?

CanSkate is Skate Canada’s flagship learn-to-skate program for beginners of any age that teaches fundamental movements and basic skills. Skaters are taught in a group lesson format by certified professional coach. Skaters are awarded with ribbons and badges as skills are mastered.

### How is it structured?

The CanSkate program curriculum is organized into three Fundamental Areas, divided into six stages of learning (Stage 1 – 6). Skaters in this program **MUST be able to skate the entire perimeter of the ice with speed, skate forwards and backwards and stop.**

The Fundamental Areas are:

- **AGILITY:** Concentrating on most turning and jumping skills
- **BALANCE:** Concentrating on most forward skills, pushing technique and edges.
- **CONTROL:** Concentrating on most backwards skills, stopping and speed elements.

These are the ABC’s of the CanSkate Program. Each CanSkate session is **60 minutes in length** and is divided into three main components:

- Warm-up (15 minutes)
- Lesson time (30 minutes)
- Cool down/Group Activities (15 minutes)

## Ribbons and Badges

The awards consist of:

- Three Fundamental Area ribbons for each Stage
- Six stage badges

To receive a stage badge, skaters must achieve all Fundamental Area ribbons (Balance, Control and Agility) from the corresponding stage.

EXAMPLE OF RIBBONS AND BADGES:



## The First Skating Day

Groups are pre-arranged based on the information on the registration forms. However, on the first day, there may be a need of rearranging these groups and new skaters will be tested to see what stage they truly fit into. Coaches will be moving skaters around to new groups to make the groups more equal in ability, age and needs. **Skaters who are registered in Stage 1 but are unable to skate the entire perimeter of the ice with speed, skate forwards and backwards and stop will be asked to register in the Pre-CanSkate program instead. If the Pre-CanSkate sessions are full, the skater will not skate.**

## The Remaining Skating Days

Skaters will also be moved to new groups throughout the season to meet the needs of the skaters. Most groups will progress together, but there are times when one or two skaters would benefit more from being in a different group.

## Assessment

Assessment in the CanSkate programs at Upper Canada will be on an ongoing basis. Skaters will progress at their own speed and for those who have achieved their stage badges will advance to the next stage.

## What Happens After CanSkate?

Skaters who are ready to move up from CanSkate advance to the STARSkate Program (STAR 1-10). Skaters STAR 3 and above will need to engage a coach to provide private lessons , and arrange to skate on sessions appropriate to their skill levels.

The first level in the STAR 1-5 program is STAR 1. It is a bridge between the CanSkate and the STARSkate program. Skaters who pass STAR 1 Skills, Freeskate and Dance will advance to STAR 2. Both sessions are still taught in group format. The STAR 2 program is designed to provide a transition STAR 1 to STAR 2 by providing some group lessons while encouraging skaters to become more independent as they work towards their STAR 2 Tests. By the time a skater reaches STAR 3, skaters will receive a 15 minute group skills lessons only. Freeskate or Dance group lessons are no longer provided as skaters should be utilizing the practice time for improvement of skills taught by their private coach. Skaters will progress at their own speed, and will be trying Skating Canada tests when they are ready.

What is the STARSkate Program?

The STARSkate Program stands for **Skills, Tests, Achievements and Recognition**. The STARSkate program provides a framework for setting and meeting specific skating goals.

Skaters progress through the levels by working with their coaches and passing tests adjudicated by their own coaches in the STAR 1 -5 tests and by Skate Canada certified judges at the STAR 6 (Senior Bronze) or above levels. Skating sessions at Upper Canada are organized by test level and skaters must meet the test criteria in order to skate at a particular session.

The STARSkate program consists of figure skating skills in various disciplines: skating skills, free skate, ice dance and interpretive skating.

In each of these, a full range of progressive skills and tests are offered from introductory to advanced levels. For more details, including the skills taught at each level, you can consult your coach or the Skate Canada website at [www.skatecanada.ca](http://www.skatecanada.ca).

**Skating Skills** are prescribed exercises comprising edges, turns, and field movements which are fundamental to the sport, and form the basis for everything the skater does on the ice. Skills are tested as patterns skated to music, and emphasize edge quality, control, power and speed.

**Free Skating** is generally the starting point for the STARSkate program. It consists of the various jumps, spins, footwork and stroking elements that comprise figure skating. Once a skater has enough of a repertoire and sufficient control, the coach will choreograph a solo program to music. Skaters are tested on free skate elements in isolation as well as on the solo program.

**Ice Dance** improves a skater's timing, balance, and fluidity. Each dance is a set of required steps and edges performed to prescribed music. The 30 compulsory dances are grouped in seven progressively difficult levels. In the STARSkate stream, ice dancers work as individuals with their coach, who will often partner them for dance tests.

## **STARSkate**

The STARSkate program offers an opportunity for skaters to compete at Skate Ontario Events.

### **STAR 1**

This session is a bridge from the CanSkate program to the STARSkate program. Helmets are not required. The STAR 1 session prepares skaters for their first group of Skate Canada standardized test - STAR 1 Skills, Freeskate Elements and Dance Elements. Skaters must pass all three tests to progress to the STAR 2 level.

Session includes 15 min. group skills lesson & 45 min. group lesson. Skater can leave the group lesson for 15 min. only for private lesson.

### **STAR 2**

The STAR 2 session prepares skaters for their STAR 2 Skate Canada standardized tests – STAR 2 Skills, Freeskate Elements and Program and STAR 2a and b Dances. Skaters must have passed four of the STAR 2 tests which include STAR 2 Skills, STAR Freeskate elements and both STAR 2a and b danced to progress to STAR 3 level. Skaters will complete their STAR 2 Freeskate program at the STAR 3 session.

Session includes 15 min. group skills lesson, 30 min group lesson and 15 min. private/practice time. Skater can also leave the group lesson for 15 min. only for private lesson.

### **STAR 3**

Skaters in the STAR 3 Program will continue to work on their Freeskate, Skills, and Dances. This session prepares skaters to complete their STAR 3 Skills, Freeskate and Dance tests. All STAR 3 sessions includes a 15 minutes group skills lesson. Skaters MUST hire a private coach. Skaters must have passed STAR 3 Freeskate (both Elements and Program) or ALL STAR 4 and 5 Dances to advance to the STAR 4 level.

### **STAR 4**

Skaters in the STAR 4 session will continue to work on their Freeskate, Skills, and Dances. This session prepares skaters for STAR 4 Skills, Freeskate and Dance tests. All STAR 4 sessions include a 15 minutes group skills lesson. Skaters MUST hire a private coach. Skates must have passed the STAR 4 Skills AND Freeskate (Elements and Program) tests or all the Senior Bronze Dances (STAR 6) to advance to the STAR 5-10 level.

### **STAR 5-10**

Skaters in the STAR 5-10 session will continue to work on their Freeskate, Skills, and Dances. This session prepares skaters for STAR 5 Skills, Freeskate, Dances and all other tests beyond the STAR 5 level. All STAR 5-10 sessions include a 15 minutes group skills lesson. Skaters MUST hire a private coach.

## **Adult STARSkate**

This program offers Adults the chance to improve their skating skills for recreational purposes, test and/or to compete. The Adult STAR session share ice with the STAR 5-10 session. All Adult STARSkate sessions include a 15 minutes group skills lesson. Skater must hire private coach for a minimum of 15 minutes.

## **Skater's Code of Conduct (See Club Rules section for a complete list)**

Skating is a competitive and individualized sport which requires safe and courteous behaviour from all participants, on and off the ice. Skaters need to be aware of one another, and react predictably to ensure their own and others' safety. Each skater is responsible for being aware of and practicing the rules of etiquette and safety noted below.

Due to insurance requirements, only registered Skate Canada members are permitted on the ice, except in a medical emergency.

Spectators, including parents of skaters, may watch quietly from the stands or seating area — not by the boards — but must refrain from conversing with or offering directions to skaters on the ice. (If a skater needs more direction, the coach should be consulted after the session, and a plan developed to help the skater become more independent.)

The gates in the rink boards must be kept closed while a session is in progress, to ensure the safety of skaters on the ice. Sitting on the boards is not permitted.

Skaters must clear the ice promptly at the end of each session.

### **Ice Sessions**

Ice sessions are organized to allow skaters to practice safely with others of similar ability. Sessions are identified by name and level on the ice schedules. At the discretion of the Club, skaters may be moved to another session if crowding or safety concerns are an issue.

On a **free skate** session skaters may work on jumps, spins, footwork, and field moves, either in isolation or as part of a choreographed program.

A **dance** session is for skaters working on dances or on skating skills (as part of the Test program, in either the STARSkate or Competitive stream).

**Group skills lessons** in all STARSkate sessions, STAR 1 and 2 are group sessions where skaters use the full ice to practice drills which develop speed, balance, endurance, strength and edge control under the direction of a qualified Club coach or coaches. Skaters are expected to practice on their own when they are not in group lessons. Since our sessions are not divided into freeskate or dance sessions, all skaters need to be aware of one another and practice the rules of etiquette and safety while skating.

### **Coaching and Private Lessons**

Private lessons are offered to skaters starting at the CanSkate level (excluding Pre-School and Pre-CanSkate) during the the warm up and cool down part of the session. Private lessons are also offered to skaters in the Adult/Teen 13+ Learn to skate program.

Skaters working at all levels develop their skills through private lessons. Semi-private and group lessons may also be an option, depending on the coach's availability and the skater's needs.

STAR 1 skaters are encouraged to hire a private coach and may leave the group lesson for 15 minutes only for private lessons.

STAR 2 skaters are encouraged to hire a private coach and may take lessons during the private lesson/practice time and/or may leave the group lesson for 15 minutes only for private lessons.

STAR 3 and above skaters must hire a private coach and they will work with their coach. The first 15 minutes on these sessions is a group skills lesson and after that skaters will work with their coaches for a minimum of 15 minutes. When the skater is not engaged in private lesson, he or she will be practicing. Learning to work independently is an important skill for a developing figure skater.

**Engaging a coach:** Skaters contract individually with their coaches. Coaches set their own rates, according to their experience and qualifications, usually expressed as an hourly fee or a 15min. session fee (eg. \$12.50 per 15 min. session).

Choosing a coach is an individual decision. A list of coaches is available through the Club office and on the Club website and brochure. Skaters can arrange to take a trial lesson from different coaches, to ensure that personalities and teaching/learning styles are compatible.

Coaching arrangements, including payment, are made directly with the coach, who operates independently of the Club. Upper Canada is not responsible for the collection of individual coaching fees and is not involved in any disputes between the skater/parent and the private coach. It is advisable to discuss expectations in advance. Coaches will expect skaters to be prompt and to attend lessons regularly, and to give advance notice whenever possible if a lesson must be missed.

Skaters can expect coaches to be in attendance; sometimes, however, coaches may have to miss a scheduled lesson in order to attend competitions, tests, or educational workshops with other skaters. In such cases the coach is expected to provide advance notice when a lesson must be cancelled or rescheduled.

Skater-coach diplomacy: Skaters experiencing conflict with a coach are encouraged to meet with the coach to discuss the problem. If a skater plans to change coaches, for any reason, the coach should be advised of the decision, by phone or in person, and outstanding coaching fees **MUST** be paid in full. Keeping relations cordial contributes to a productive and cooperative atmosphere in the Club generally.

## Skating Etiquette

- STARSkaters should arrive at the rink 15 minutes prior to the start of their session. This will provide enough time to change into skates and warm up prior to taking to the ice. Be ready to start skating as soon as the session begins.
- All STARskaters should participate in the group skills lessons on their session and all STAR 1 and 2 skaters are required to participate in the group lessons except to leave for 15 minutes only for private lessons. Classes are there for the overall development of skating. No private lessons to be taught during these specified group skills sessions.
- Skaters must always look both ways when leaving the boards.
- Skaters are expected to be skating at all times while on the ice, and to get up promptly after a fall in order to keep pathways clear for other skaters.
- Skaters are only allowed to skate on sessions they are qualified and registered for.
- The ice surface should be used for practice, not for conversation. (Working in small groups with coach's approval is acceptable.)
- When practicing routines, skaters must learn to maneuver around other skaters and still do jumps, spins, and footwork successfully. The skater whose music is playing has the right of way. Calling out "Excuse me!" or "Heads up!" will alert other skaters to get out of the way. Show respect for your fellow skaters.
- Foul language, yelling, and abusive or aggressive behaviour, including kicking holes in the ice, are prohibited, and will result in loss of skating privileges.



## What to Wear Skating

Skaters should wear warm, comfortable clothing.

For CanSkaters (including Pre-School and Pre-CanSkate)—slush pants with sweat pants or other warm pants underneath; snowsuits as long as they are not too bulk, restricting the skater’s movements; winter jacket if not too bulky; waterproof mittens especially for those who do not know how to skate; gloves for those who are able to skate

Do not overdress skaters. Once they are moving around they become quite warm.

The more clothing the less mobility a skater has and not enough clothing will mean the skater will be cold and unable to skate.

Keep in mind bulky clothing makes it very difficult for coaches to assess body movement. Skaters above learn-to-skate levels should wear gloves rather than mittens.

As the skaters progress and pass out of the CanSkate program, he or she might want to wear a skating outfit.

For girls, these outfits include skating skirts, dresses and yoga pants. For boys, these outfits include skating pants in a stretch material.

CSA approved helmets are mandatory for all Pre-Schoolers, Pre-CanSkaters and CanSkaters in Stage 1-5 and teen beginners including chin strap. Helmets are high recommended for adult beginners.

### Quick reference for what to wear and not to wear for skating (include some but not all clothing suggestions)

To Wear - YES	Not To Wear – NO
Layers of light stretchy clothing Knit gloves or mittens (where applicable) CSA approved helmets (where applicable) Glasses and contacts if necessary Undershirts Turtlenecks  Girls: Skating dress, skirts, yoga type pants Beige tights Spandex tights/leggings Short fitted sweaters, fleece sweaters/jackets Hair neatly tied back  Boys: Slim fitting pants (stretchy) Short fitted sweaters, fleece sweaters/jackters	Hat, hoods Earmuffs Scarves Ski jackets Overcoats Baggy Pants Tight Pants Jeans, denim cut pants Pants longer than ankle Long or bulky sweaters Baggy mittens/hockey gloves Elbow, wrist and knee guards Low cut tops Bare midriiffs Coloured/patterned tights Tights with holes/runs

Skaters wearing anything on the NO list will be spoken to and if they continue to wear improper clothing they will not be permitted to skate until the appropriate clothing is worn. No refunds for missed sessions due to improper attire will be given.

Parents, please ensure that you have the appropriate skating attire for your skater prior the start of the season and take time to explain the rules to your skaters so they understand what is the appropriate attire for skating.

## **STAR Assessments and STARSkate Tests**

Skaters in the STARSkate program take tests on a regular basis to assist in assessing their skills, planning for progress and qualifying for events. When a skater is ready to test, their coach will let them know. Skaters at the STAR 1-5 will be assessed by their group or private coach. Skaters at the STAR 6 and above levels will be evaluated by a Skate Canada evaluator.

Tests are scheduled at regular intervals throughout the season, and are necessary to ensure skaters' progression. The Test Chair determines the date in conjunction with the Club and with Skate Canada, which provides judges. When a Test Day is forthcoming, coaches are advised, and notice is posted in the Coaches Room. Coaches indicate to their skaters which skills or segments of their program are ready for testing. Skaters submit test envelopes, with payment for each test requested, to the Club office. The Test Chair coordinates a schedule, which is then posted on the bulletin board at the Club and on the website.

STAR 1-5 assessments are assessed by the skater's coaches. Coaches will now be responsible for the development and assessment of their own skaters at these levels.

Skaters testing Senior Bronze (STAR 6) and above levels will be evaluated by external evaluators in the traditional Test Day setting.

## **Traditional Test Day**

The test is a formal process, with specific etiquette to be followed. Skaters on test are required to arrive 45 minutes prior to their scheduled test times, in costume and ready to skate.

Spectators are welcome, and are expected to behave with decorum, respecting the judge's need to focus on the skaters, and the skaters' need to focus on the test. Spectators are required to remain in the viewing area of the arena, not outside the doors leading onto the ice surface as it creates unnecessary congestion around the doors not to mention noise and distraction for those skaters still testing.

After the test, the judge provides each skater with a written assessment and a pass/fail grade. A skater who is unsuccessful at a test is permitted to re-try the test at a future test day. Not showing up for a test after it has been scheduled is marked as a failure. (Test results are noted on both the skater's and coach's Skate Canada records, as the coach's test records are monitored.)

Test days require cancellation of some regularly scheduled sessions, though an effort is made to minimize this disruption. Cancelled sessions will be posted a minimum of two weeks prior to the test day. If you skate on day that the test is to be held and are not sure if your session will be cancelled, please check either the bulletin board when at the club or the Club's website.

The test envelope will include the cost of the test, \$12 per test, and a hospitality fee of \$13 which helps cover the cost of food, transportation, ice costs and other incidentals. All judges are volunteers and do not receive compensation for the time they spend at test days or competitions and it is important to show them our hospitality.

## **STAR 1 -5 Assessments**

Skaters who are ready to be assessed will be notified by their coaches. Dates for the assessment week maybe determined by the Test Chair. Test envelopes will be handed out to skaters and skaters must return the envelope to the office prior to test day.

### **What to wear:**

STAR 1 – Practice attire is acceptable.

STAR 2 and above – Proper skating attire is required. Refer the next section for details.

## Test Day Guidelines

### Traditional Test Day (for Senior Bronze (STAR 6) and above skaters) Guidelines

A lot of hard work has been put into your preparation for testing and we want the experience to be as enjoyable and stress-free as possible

Please read the following guidelines so you and your skater are prepared for Test Day.

#### **What to do:**

Check the bulletin board regularly for changes to the date/time of the test(s).

Return the Test Envelope given to you along with the fee at least 1 day prior to testing. Without the envelope and fee, the Club and judges do not know if you are testing.

Arrive at the rink 45 minutes prior to your test as there could be schedule changes and skaters are late so tests are often shifted around.

#### **What to wear:**

**Dresses:** Ensure that the skater has an appropriate skating dress suitable for the low temperatures inside the rink. Keep in mind that during most tests, sweaters cannot be worn over dresses. When shopping for a test/competition dress, remember that most of the events are done in winter, when the temperature is cold outside and inside. Sleeveless and backless dresses may be suitable for summer skating, but likely too cool for the winter season. Skaters should wear the test dress at least once before the test during the regular skating session to make sure the skater feels comfortable in the outfit and that no stones, adornments fall from the dress.

**Tights:** For girls, beige skating tights only can be worn during the test. No coloured or patterned tights are acceptable. Skaters who feel the cold, should wear 2 pairs of skating tights. The outer tights can be tucked in under the skater or worn over the boot. No tights with holes or runs will be permitted on test day. Bring an extra pair of tights as a back up.

**Pants:** For boys, black stretch skating pants with appropriate tie down must be worn. A nice shirt and/or sweater is appropriate.

**Boots/Laces:** Polish boots and wash laces. White/Black shoe polish and stain removers can be purchased at the Skating Boutique or a shoe store. Laces should be white for girls and black for boys and doubled tied around hooks so that nothing dangles.

**Gloves:** Gloves (not mittens) and sweaters can be worn during the warm up but not during tests. There are exceptions where skaters are permitted to wear an appropriate dress sweater during a test such as Elements and Stroking. If skaters prefer to wear a sweater during those specified tests, no hooded jackets will be permitted. Either a sweater or fleece jacket is allowed.

**Skate Sharpening:** Do not sharpen skates the day of the test. If skaters need to get their skates sharpened, a week before the test is recommended. Edges are very sharp and could affect the skater's comfort level during a test.

**Hair:** For girls, hair must be neatly tied back and off the face. Please avoid the use of bobby pins. Clips will ensure hair stays in place and are less likely to fall onto the ice surface.

### **STAR 1- 5 Test Guidelines**

STAR 1 -5 tests are less formal than the traditional test days. STAR 1 test is the least formal. Skaters will be evaluated during a regular session by their own coaches. Depending on the coaches' preferences, skaters may be allowed to wear their practice skating outfits. As skaters progress from STAR 1 to 2, 3, and 4, the tests become more formal. Coaches may ask skaters to wear their skating dresses, do up their hair etc. It is to prepare skaters for higher level testing which they will be evaluated by outside judges.

STAR 5 tests will be similar to tests in the traditional test day setting where skaters are expected to arrive early and dress properly for test day. Refer to the above Traditional Test Day Guidelines for details.

## **Test Day Etiquette (may apply to both traditional test day and STAR 1-5 tests)**

Test Day is a significant event in the life of a skater and this is the time when outside judges come to assess our skaters, coaches and the club. Judges are not paid, they are volunteers who work in Skate Ontario as evaluators. They are well trained and have evaluated hundreds of tests and are respected within the skating community. As such, we want to put forth our best effort and dress and act in the manner befitting the occasion.

Parents please note that during Test Day, distractions to the skaters and judges interfere with the event so please stay within the confines of the spectator area.

Limit running around the arena for pictures and videos to a minimum.

We ask that all parents stay back from the area outside the double doors where coaches, skaters and Board members are trying to work.

Please wait until your skater has completed the test and leaves that area. The space is small and crowded and having additional people in the area causes confusion and distractions for the coaches, skaters and Board Members.

Let the coach do their job and work with the skater.

Test sheets are provided to the coach approximately 45 minutes after the test is over. The coach will be given the test sheet by the Test Chair as soon as the information is recorded. The coach will in turn, give the test sheet to the skater/parent and discuss the outcome. Please remember that Test Day is a busy day, and run by volunteers (Board Members) so please refrain from repeatedly asking for Test Sheets and how long the wait will be. Everyone is operating at full speed while trying to keep the event on time.

If you have any questions about Test Day, please ask the coach and he/she will be able to assist you.



## **Competitions**

### **Upper Canada Competitions**

#### **CanSkate Challenge**

Each year Upper Canada holds a Club Competition for CanSkaters who are in Stage 3,4,5 and 6. Club competition offers an opportunity for skaters to compete in a familiar and fun environment. Skaters will be judged by senior skaters from Upper Canada or from other skating clubs. Medals and/or ribbons will be presented to skaters. Information regarding the CanSkate Challenge will be posted on the bulletin board outside of the office. CanSkaters who wish to participate, please refer to the letter and entry form which will be handed out to skaters starting in December those who qualify for the competition.

#### **Upper Canada Showcase**

Upper Canada Showcase invites skaters in the STARSkate STAR 1 -5 and Adult STARSkate programs to participate. Skaters in the Pre-School, Pre-CanSkate, CanSkate 1 and 2, and Teens and Adult Learn to skate program may also be invited to participate.

#### **Outside Competitions**

Skaters in the STARSkate programs are encouraged to participate in outside competitions. Skate Ontario holds various competitions throughout the skating season at different skating clubs throughout Ontario. Parents and skaters should discuss competition options at the start of every season with their coach. More information regarding these competitions is available on the Skate Ontario website <http://www.skateontario.org/events/>. Please note that some of these competitions are geared to different disciplines and are not necessarily open to all skaters. For clarification, please speak to your children's private coach.

## **Recognition and Awards**

The following awards are presented to skaters every year:

CanSkater Award, STARSkater Award, Program Assistant Award.

CanSkater Award - Recipients of this award have demonstrated hard work, co-operation, talent and the desire needed to succeed in skating and in other areas.

STARSkater Award - Recipient of this award has displayed passion for the sport and has achieved success with personal skill development and growth.

Program Assistant Award - This award is presented to a skater who is not only a great asset to the coaching staff on the ice, but also demonstrates commitment off the ice by providing support to the club.

Award winners are invited to attend the Award Ceremony.

## General Information

### Declaring a Home Club

Each fall, when skaters register with Skate Canada, the skating club they choose to register through becomes their “home club.” In competitions, a skater will represent his or her home club, and is eligible to participate in events based upon this affiliation.

### Clothing

No matter what the weather is outside, it’s always cool inside the rink. Young skaters should dress for warmth – a sweater/jacket and gloves/mittens will make practicing more comfortable and enjoyable. More advanced skaters may like to have an outer shell or jacket that they can take off once they are warmed up.

**Hair** should be tied back and off the face. Bobby pins, however, are a hazard, as they can fall onto the ice and cause an accident. Skaters should use clips instead and ensure they are securely fastened.

### Skates

**Fit:** Skates should fit snugly. Skates that are too large impair balance and control, which makes figure skating skills more difficult and can lead to accidents and injuries.

**Sharpening:** Skates should be sharpened regularly. How often they need sharpening depends on how much they are used. Coaches can provide advice and can show skaters (and parents!) how to check the condition of the blades. Figure skates must be sharpened differently from hockey skates, and should be taken only to a sharpener who is experienced at working with figure blades. Coaches can recommend a qualified specialist. It is never advisable to sharpen figure skates in a coin-operated machine. New skates need to be sharpened. Do not depend on the blades being sharp from the factory.

**Guards:** Plastic skate guards should be used to protect blades when skaters are walking to or from the ice surface. After skating, skate guards (which trap moisture) should be removed promptly, and the blades dried carefully to prevent rust. Soft covers made of absorbent fabric are useful for protecting the edges of the blades, but should be removed when the skates are stored for any length of time.

Never walk on unprotected blades unless there is rubber flooring.

**Care of Skates:** Skates should be allowed to dry thoroughly when not in use in order to maintain the quality of the leather.

Never store the boots in a sealed bag between sessions. Wipe the boots thoroughly with a soft cloth or chamois after leaving the ice and leave them out to air dry when you get home.

Loosen the laces and pull the tongue up and out as much as you can to help the inside of the boot breathe.

Never dry the boots near a heat source or the leather will dry out too much.

## **Helmets**

All Pre-School, Pre-CanSkate and CanSkate participants including teens in the Adult/Teen 13+ learn to skate program must wear a snug-fitting CSA-approved hockey helmet with chin strap. Cages are mandatory for Pre-Schoolers and strongly recommended for Pre-CanSkaters or young skaters on the CanSkate sessions. Helmets are optional for Skaters in Stage 6 and highly recommended for Adult beginners.

**All purpose helmets, ski helmets and bicycle helmets are unacceptable and skaters will not be permitted to skate.**

## **Registration and Payment**

Member registration takes place prior to each season: Fall/Winter and Spring. All club skaters, including CanSkate participants, are members of Skate Canada and Skate Ontario. Skaters must complete registration before they begin skating. Registration is online. Please visit our website for details.

All skaters must pay an annual Skate Canada Membership fee. This fee is determined and is charged by Skate Canada and Clubs are responsible for collecting and passing the fee to Skate Canada. The fee charged to each skater includes a safe sport fee and insurance, which covers the costs of running the national body of figure skating in Canada plus a portion of each fee is granted back to the section (Skate Ontario) which oversees all the clubs in that designated section. Skate Canada membership runs from September 1 of the current year to August 31 of the following year.

All skaters who participate in CanSkate, Pre-School, Pre- CanSkate and STAR 1 and 2 sessions must register at least 2 days in advance. When sessions are full, skaters may be put on a waiting list if coaches are available.

### **Payment**

FULL PAYMENT by e-transfer, cash, cheque or money order ONLY. Payable to UPPER CANADA SKATING CLUB. Full payment is due 7 days after the registration date.

### **Placement**

Skaters qualify for ice sessions according to test levels completed. If a skater has not completed tests, or wishes to skate on a session for which he or she may not be formally qualified, an application for assessment may be made to the Board of Directors, who will determine appropriateness of the skater's request.

By the same token, a skater may be moved from an ice session if the skater's skill level is deemed by the Board to pose a hazard to the skater or to others on the ice. (This may be a result of the number or speed of skaters on the ice, or of the type of activity in which skaters are engaged.)

### **Program changes**

A skater wishing to make a change to his or her program after registration has been accepted may request such a change at the Club office. Changes that can reasonably be accommodated will be granted; if a change is not possible, an alternative may be suggested. There is an administrative fee charged for the change.

### **Withdrawal**

A skater wishing to withdraw from a session after registration has been accepted should make the request in writing, providing appropriate supporting documentation. See refund policy, below. The Skate Canada Fee and Upper Canada Club Fee are non-refundable.

## **Refunds**

A refund may be provided if medical or extenuating personal circumstances make it impossible for the skater to continue with a session. Application must be made in writing, with appropriate supporting documentation. The decision to provide a refund will be made by the Board of Directors. Please note that the Office staff cannot approve refund requests. The Skate Canada Fee and the Upper Canada Club Fee are non-refundable. There is a \$50 processing fee for all refund. Please refer to brochure for details.

## **Attendance Expectation**

If you do not attend the first two weeks of sessions and have not notified us by email, you will be contacted and may be withdrawn from the program. This will enable other skaters who are on the waitlist to participate. The Skate Canada Fee and the Upper Canada Club Fee are non-refundable. There is a \$50 processing fee for all refund.

## **Guest Skate**

Starskaters (STAR 3 and above and Adult STARSkaters) who wish to skate on an occasional basis are welcome to skate on sessions where space permits and where they are qualified to skate. A guest fee must be paid before the session to the Club office. All non-home club member guest skaters must be a Skate Canada member and qualify for the session on which they wish to skate. There is NO guest skating on the CanSkate, Pre-School, Pre- CanSkate or Adult/Teen learn to skate, STAR 1 and 2 sessions. Please refer to the club's guest skating policy on the website for details.

Please note that guest skate privileges are for occasional skating only and skaters must have registered and paid for at least one session of skating to qualify for the \$20 rate per session of guest skating. There is a maximum of 10 guest skates in fall/winter and 5 in the Spring season.

Skaters who choose to register Upper Canada SC as their home club only, meaning they only pay the \$36 Skate Canada Fee and don't register and pay for at least one session of skating, and do not pay the club fee are non- club members, must pay \$30 for guest skates. They are limited to 5 guest skates in fall/winter. Skaters registered with another Skate Canada club who wish to guest skate at Upper Canada must pay the \$30 guest fee and provide proof of registration with Skate Canada for the current season.

## Club Information and Tips



### Membership

If this is your first time registering for a Skate Canada program, congratulations on choosing one of the best skating programs in the country.

Once you pay your Skate Canada Membership fee, you are now a member of Skate Canada. This includes access to all Skate Canada programs and also provides insurance coverage. Skate Canada offers a variety of programs including CanSkate, STARSkate and many others. For more information about Skate Canada programs, visit their website at [www.skatecanada.ca](http://www.skatecanada.ca)

### Equipment and Safety

Most department and sports stores sell skating equipment in a variety of price and quality ranges. Before buying skates, check carefully for:

- Proper Fit
- Firm ankle support, good quality leather, correct blade placement

Once you are ready to try on skates:

- Wear only one pair of tight fitting socks or tights (the same pair that will be worn when skating) Partially lace boots through instep
- Slide foot forward so toes can touch the front but are not cramped Stand with weight equally distributed over both feet
- Bend knees

The space at the back of the heel should be no more than a pencil width. Skates should fit snugly around the ankle and heel with some room for movement of toes. There should be no creases or looseness in the boot. The tongue should be well padded and wide enough to cover the front of the ankle and stay in place.

- Walk around in the skates off the ice; they should feel comfortable.



## **Club Contacts**

### **Upper Canada Skating Club**

Mitchell Field Arena  
89 Church Avenue  
Toronto, Ontario M2N 6C9

Website: [www.uppercanadaskating.com](http://www.uppercanadaskating.com)

Email: [UpperCanadaSkating@Bellnet.ca](mailto:UpperCanadaSkating@Bellnet.ca)

Please direct all inquires to [UpperCanadaSkating@Bellnet.ca](mailto:UpperCanadaSkating@Bellnet.ca)